

# MEMORANDUM

Date\_\_\_\_\_

From: \_\_\_\_\_  
To: Dining Facility's, Store Front Manager  
Subj: REQUEST FOR PICNIC/RECREATIONAL EVENT RATIONS  
Ref: (a) NAVSUP P-486, Volume 1, Paragraph 2601  
Encl: (1) Meal Signature Record (NAVSUP Form 1291) (if applicable)

1. As per reference (a), Commanding Officers will ensure that only personnel entitled to Rations-In-Kind receive food at government expense from the general mess. Enlisted personnel receiving COMRATS/BAS, officers, dependents and other guest will pay the published sale of meal rates as published in the quarterly NAVSUPNOTE 7730 and by the latest NAVSUP message. **Request for picnic/recreational event rations must be submitted no less than FIVE WORKING DAYS prior to the event to allow for proper thawing and preparation of products.**

2. Date of picnic/event:\_\_\_\_\_. Menu #\_\_\_\_\_. Time of pickup of rations\_\_\_\_\_.

3. Requesting command/department point-of-contact (POC) for the payment of and the pick-up of rations:

Rate/Rank\_\_\_\_\_. Name:\_\_\_\_\_. Phone\_\_\_\_\_.

4. The breakdown of personnel attending picnic/event (use enclosure (1) if applicable):

(A)	(B)	(C)	(D)	(E)	(F)
Category of Personnel	Number of Personnel attending	Sale of Meal Rate charge	Surcharge	Total Meal Cost	Total Cost
Rations-In-Kind (Chow Pass) (list names on NAVSUP 1291)		NONE	NONE	NONE	NONE
Military Family Members of E4 and below personnel		\$2.80	NONE	\$2.80	(BxE=F)
Personnel on COMRATS/BAS, Officers, dependents of E5 and above, Civilians and other guests		\$2.80	\$0.45	\$3.25	(BxE=F)
Grand Total					

5. Total rations requested (total of (B)):\_ Total cash due is (total of (f)):\_ \$\_\_\_\_\_.

6.I certify the controls required by reference (a) will be strictly followed ensuring that only authorized personnel participating in the picnic/event will receive a meal. Note, both the NAVSUP form 1291 and the total cash due for the sale of meals must be turned in to the Store Front Manager or their representative with this memorandum.

\_\_\_\_\_  
Signature of command/department requesting official

Approved / disapproved by Store Front Manager:	
NAVSUP 1291 FOR RIK's and CASH for the sale of meals received by:	
MS turning over requesting picnic/event rations:	
Command/department POC certifies that all Picnic/event rations requested was received by:	

DINNING FACILITY'S PICNIC/RECREATIONAL EVENT RATION REQUEST SHEET

**MENU**

#1	#2	#3
Barbecue Chicken	Barbecue Chicken	Hamburger
Hamburger	Hot Dogs	Hot Dogs
Pork & Beans	Pork & Beans	Pork & Beans
Pasta Salad	Pasta Salad	Pasta Salad
Potato Chips	Potato Chips	Potato Chips
Sliced American Cheese	Hot Dog Buns	Sliced American Cheese
Hamburger Buns	Chopped Onions	Hamburger Buns
Sliced Tomatoes	Pickles	Hot Dog Buns
Sliced Onions	Individual Mustard	Sliced Tomatoes
Lettuce Leaves	Individual Catsup	Sliced Onions
Pickles	Individual Salad Dressing	Lettuce Leaves
Individual Salad Dressing	Individual Relish	Pickles
Individual Catsup	Individual Salt & Pepper	Individual Salad Dressing
Individual Mustard		Individual Catsup
Individual Salt & Pepper		Individual Mustard
		Individual Salt and Pepper

Command/department requesting picnic/event rations:\_\_\_\_\_

Picnic menu selection number:\_\_\_\_\_. Date &amp; Time requesting pick-up\_\_\_\_\_.

Requesting command/department point-of-contact (POC) for the pick-up of rations:

Rate/Rank:\_\_\_\_\_. Name:\_\_\_\_\_. Phone:\_\_\_\_\_.

**NOTE:**

1. Sanitation. All food should be considered potentially hazardous. The majority of food borne illnesses can be traced to one or more of the following: food that has been prepared too far in advance of serving; disregard of time and temperature factors; poor refrigeration; lack of adherence to personal hygiene standards. The growth of microorganisms can be prevented or retarded through proper time and temperature control. The rule of thumb in food service is the 4 hour rule, which states that the maximum amount of time potentially hazardous food may be held (left out of refrigeration or heat) with an internal temperature between 41\* and 140\* is 4 hours. Beyond the 4 hour time limit, pathogenic bacteria are capable of producing sufficient number of microorganisms to cause illness.

2. No plastic ware or paper products will be issued. This is supported by MWR funds or personal funds.

3. No Galley utensils will be issued.

\_\_\_\_\_  
Signature of Point of Contact certifying that  
they have read and understand the above notes.

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